

ELEMENTS of HF 2570's EMS

There are 3 main overarching elements.

1. Environmental Policy Statement: Statement by the organization of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets, and its commitment to continual improvement through the EMS.
2. Environmental Impacts: The organization identifies and evaluates the actual or potential impacts to the environment, whether adverse or beneficial, from its activities, services and facilities. During the evaluation process, significant impacts to the environment are determined.
3. Legal and other requirements: The organization must have identified the legal requirements for its operations and facilities, including relevant environmental laws, regulations and permits, and worker health and safety regulations, and have a process for tracking any changes in these requirements. [NB: Add: The organization must identify any legal and other requirements that may apply to proposed changes to its operations and facilities.]

The following 7 elements would be applied to each of the 6 plan components.

4. Objectives and Targets: The organization establishes objectives relevant to its policy, environmental issues and impacts previously identified the views of interested parties, and other factors. Targets or goals necessary for achieving the stated objectives are also established. A target is much more detailed than its objective and must be quantifiable. *[NB: I think we have goals and objectives in the inverse order. Typically Goals are primary with objectives being how you reach goals.]*
5. Action Plan: Actions necessary to achieve the objectives and targets. The plan includes identifying the individuals and/or organizations responsible for carrying out specific tasks, timelines for completion of each step in the plan, and a schedule for periodically reviewing and updating, as conditions dictate, the objectives and targets.
6. Identify key resources and additional needs: In reviewing the draft of the action plan, an inventory of key resources needed to carry out and complete the action plan is conducted. Resources may include fiscal matters, specific skills, facilities, partners, and additional needs. Upon completion of the inventory the action plan may need to be adjusted accordingly.
7. Communication/Training/Awareness: Establish processes for internal and external communication. External communication would include reaching out to those groups and organizations having an interest or stake or role in the organization's ongoing EMS program. There must also be procedures for receiving and

responding to relevant communication from external interested parties. Internal communication is directed to individuals, organizations and entities that have a role or responsibility within the action plan. Internal communication includes a process to ensure that all responsible parties are familiar with the EMS and have the training necessary to capably execute their roles.

8. Monitoring and Measurement: A documented process for monitoring key activities and ~~tracking~~ measuring performance related to the specific environmental objective and target.
9. Assessment: The organization must have documented procedures for assessing ~~the function~~ each component and ~~its~~ effectiveness of and conformance with the EMS plan.
10. Reevaluation and modification: In reviewing the assessment findings the organization identifies areas of non-conformance with the EMS plan, the root causes related to ~~shortcomings in~~ not meeting the plan's targets, and actions that will be taken to address these concerns in a modified action plan. The reevaluation and modification element is an activity that allows an organization to improve and strengthen the EMS on an ongoing basis. It's an opportunity to realize the organization's commitment to continuous improvement and should not be looked upon negatively.